



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: September 3, 2008

TO: Councilmember Donna Frye

FROM: Debra Fischle-Faulk, Director, Administration, *Debra Fischle-Faulk*
Hildred Pepper, Director, Purchasing & Contracting, *Hildred Pepper*
Beryl Rayford, Equal Opportunity Contracting Program Manager, *Beryl Rayford*

SUBJECT: EOCP Data Collection & Reporting

In response to your memo dated July 28, 2008 requesting information related to Equal Opportunity Contracting Program data collection and reporting, the following is provided:

Question: What system is currently used to collect EOC data, Contract Information Management System (CIMS), or Bidder Registration?

Response: The Contract Information Management System (CIMS) is currently being used to collect EOC data. The system was developed for Engineering & Capital Projects (E&CP) department as a comprehensive tool to manage their projects from inception to closeout/warranty management. Presently, the system is jointly operated by E&CP, Purchasing and Contracting, and Equal Opportunity Contracting with data entry rights for their respective areas provided to their system operators.

The Bidder Registration System was initiated in January, 2008 as a central repository of all contractor/vendor availability for commodities, services, consultants and construction. It is currently owned and operated by Purchasing & Contracting. The system allows the tracking of businesses by products/services offered, size, ethnicity, etc. It is available on-line and will eventually serve as an outreach database for the City's upcoming bid opportunities

Question: Why do the categories used in the report prepared for the July 9, 2008 Public Services & Neighborhood Safety Committee differ from those used in previous biannual reports?

Response: The July 2007 Equal Opportunity Contracting Program report included all categories of contracts handled by Purchasing & Contracting (P&C). In January, 2008 Equal Opportunity Contracting (EOC) was moved from P&C to Administration. As a result of the reorganization, there is a collaborative effort to gather statistics for the biannual report - EOC takes the lead on

statistics for construction, and consultant, while P&C takes the lead on statistics for commodities, materials and supplies. EOC will continue to submit the comprehensive statistical report to City Council.

Concerns were voiced regarding the low levels of participation, accuracy of data and absence of information on the prior fiscal year statistical report. With that in mind, the current report was prepared to reflect exactly what was reported in the contract documents. Ethnicity, gender and certification status of prime and subcontractors was provided in the most recent construction report as in prior years. Each certification was verified by EOC staff. Concerns were raised regarding the "Not Indicated" statistic. That statistic reflects those primes and/or subcontractors who did not indicate their gender and/or ethnicity. Past practice has been to automatically designate these companies as male/Caucasian, however, again in the interest of providing accurate data, they were categorized as not indicated. Since that time, EOC staff has followed up to obtain the information, which will be included in an updated report presented to City Council in September. It should be noted that a few subcontractors refused to identify, however, the majority provided this information. The Bidders Registration System has been redesigned to make ethnicity and gender required fields to address this concern.

Question: What is the current status of CIMS? Is it used regularly? Can historical data be obtained from this system? If so, can that information be regularly provided to the Mayor and Council?

Response: We have determined through due diligence that CIMS is a functioning system that continues to be used regularly. We believe historical data can be obtained from the system. Engineering & Capital Projects and Purchasing & Contracting have maintained their historical data. Using that as a springboard, a manual effort can be undertaken to gather and report historical data. This effort would take approximately 60-90 days depending on the number of years that information is needed. Reports are will continue to be submitted to City Council on a bi-annual basis as required by Council Policy.

Question: What changes are planned to assure the City is capturing and reporting accurate performance data for EOC, and what is the proposed implementation timeline?

Response: The critical areas to affect improvements in EOC are further automating/improving our tracking capabilities and filling vacant staff positions. A new Supervising Management Analyst has been hired and remaining vacancies will be filled this month. The primary upgrade needed in CIMS is with the ad-hoc reporting capabilities. Engineering & Capital Projects, Purchasing & Contracting and EOC will be working together to address this need.

cc: Mayor Jerry Sanders	Mary Lewis, Chief Financial Officer
City Council	David Jarrell, Deputy Chief Public Works
Jay Goldstone, Chief Operating Officer	Andrea Tevlin, IBA